



Blessed George Napier Catholic School

Job Description

Post Title: SENCO

Salary: Teachers Main Scale/Upper Pay Scale
Plus TLR £7,853

Line Managers: Deputy Head (Student Progress and Wellbeing)

Purpose

To have a clear vision for the education of all pupils with SEND at Blessed George Napier School and to ensure there is a culture of high aspiration for all children.

Play a full and active part in the Catholic Life of school by supporting students to hold up our five Gospel values – Trust, Respect, Truth, Service, Forgiveness.

Strategic Leadership:

1. To have a strategic overview of and a responsibility for the SEND policy and practice, in line with the SEND Code of Practice and The Equality Act.
2. To ensure entitlement to an appropriate Curriculum for pupils with SEND, Looked After children and those on alternative provision.
3. To raise the standard of achievement of pupils with SEND, Looked After children and those on alternative provision.
4. To increase staff confidence and competence in teaching pupils with SEND, Looked After children and those on alternative provision.

Principal responsibility areas: (key areas of work)

Operational Leadership

1. Ensure the SEND development plan has clear aims and objectives which are in line with key priorities identified in the School Improvement Plan.
2. Ensure high quality provision for pupils with SEND through an effective self-evaluation cycle and produce an annual SEND audit for governors and the Senior Leadership Team.
3. Manage the Learning Base on a day-to-day basis and deploy resources effectively, ensuring there is a strategic, graduated approach to interventions.
4. Ensure governors and the Senior Leadership Team are fully informed of SEND Provision through an up-to-date provision map.

5. Ensure statutory information on the school web site is up-to-date.
6. Manage the provision for students on alternative pathways and ensure any external provision is appropriate and meets safeguarding requirements.
7. Liaise with external agencies to support students with additional needs, including looked after children. Co-ordinate multi-agency meetings where required.
8. Act as the Designated Teacher for Looked After children. Co-ordinate personal education plans (PEPs) for looked after children and update records appropriately.
9. Ensure the timely completion and review of EHCPs as required. Co-ordinate the reports required for the completion EHCP's, monitor and record information for the 'Plan-Do-Review' cycle and ensure all EHCP's are up to date and shared fully with families and all relevant staff and other professionals, as appropriate.
10. Ensure that specified provision stated in EHCP's are implemented, monitored, reviewed and modified as necessary in line with mainstream educational needs.
11. Take a lead role in TAF/CIN/CP/LAC meetings relating to students with additional learning needs on the SEND register as appropriate.
12. Have an overview of current statutory requirements and all policies relating to children with SEND, looked after children, children with alternative provision and ensure that these are understood and followed by relevant staff.
13. Track pupil progress and set targets for raising achievement among pupils with SEND through regular data analysis and subsequent intervention. Share appropriate data with teaching staff so that they can differentiate lessons effectively (eg reading age).
14. Implement a comprehensive system to identify pupils with SEND, by administering and interpreting a range of appropriate assessments.
15. Liaise with the Examinations Officer to co-ordinate additional provision required for students with examination concessions as per the JCQ Regulations.
16. Manage the transition plans for all students with SEND joining and leaving Blessed George Napier School.
17. Co-ordinate literacy team meetings and ensure student pupils reading ages are shared with teaching staff and that an appropriate programme is in place to support students with poor literacy.
18. Have direct line management of the Assistant SENCO and Teaching Assistants and ensure performance management is carried out in line with school policy.

Teaching & Learning

1. Model good inclusive teaching and support colleagues as appropriate. Carry out any assigned teaching duties in line with department policy and as designated by the Deputy Head (Curriculum and Standards).
2. Ensure all staff are up-to-date with teaching and learning strategies that promote effective inclusive practice, by providing regular CPD in line with the schools CPD plan.
3. Monitor Teaching & Learning activities, through the school's self-evaluation cycle (eg Learning Walks), to ensure they meet the needs of pupils with SEND

Budget Responsibilities

1. Secure, allocate and monitor a resource budget to ensure curriculum access for pupils with SEND.
2. Purchase, establish and maintain appropriate teaching and learning resources.

3. Analyse allocation of SEN budget and suggest areas for development.

Personal Development

1. Ensure that your professional qualifications are up to date (eg NASENCO) and be aware of key developments and changes in this area. Ensure that the SLT are updated about any changes to your statutory responsibilities. Keep up-to-date with changes to the SEND Code of Practice.
2. In conjunction with the Senior Leadership Team (SLT), take responsibility for personal professional development, keeping up-to-date with research and developments in teaching and changes in the School Curriculum and pedagogy, which may lead to improvements in teaching and learning.
3. Undertake any necessary professional development as identified in the School Improvement Plan, taking full advantage of any relevant training and development available.
4. Maintain a professional portfolio of evidence to support the Appraisal process, and to evaluate and improve your own practice.

Staff Development

1. Establish a positive working environment within the department according to the Catholic Ethos of the School.
2. Manage staff sickness and absence within the Department according to Oxfordshire County Council Guidelines.
3. Promote high standards of professionalism within the department.
4. Contribute to and take a leading role in, the provision of high quality professional development through an effective Performance Management programme, making use of, where appropriate, other sources of expertise, e.g. LEAs outside training agencies, etc.
5. Carry out observation of TAs as required by the Performance Management programme and use the process to develop the personal and professional effectiveness of each member of staff.

Team Working

1. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the school policies and procedures relating to health and safety and equality of opportunity.
2. Work co-operatively with colleagues to achieve the aims and objectives of the post and the school.
3. Participate positively in the implementation of new working methods and practices as required.
4. Undertake other duties within his / her competence or otherwise appropriate to the grading of the post as required.

Other Specific Duties

1. To be committed at all times to the safeguarding and protection of children and young people.
2. To report any child protection concerns to the designated person in the school (please refer to the 'Child Protection Policy' on our staffroom notice board).

3. During the course of undertaking their duties, all employees will be expected to promote, maintain and uphold fundamental British values.
4. To have regard at all times to equality of opportunity and inclusion while undertaking duties.
5. Enable prayer both formal and informal, at times as may be required with students in your care.
6. Apply the Behaviour Management systems so that effective learning can take place.
7. Support students during tutor time when required.
8. Engage actively in the performance review process.

Health & Safety

1. Comply with the school's (and Department's) Health & Safety Policy and undertake risk assessments as appropriate.
2. Undergo, if requested, basic First Aid training and update courses.
3. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
4. Co-operate with the Principal and others responsible for Health and Safety on all issues to do with Health, Safety & Welfare.
5. Report any Health and Safety issues arising in the Department to the relevant person in school.
6. Ensure all risk assessments relating to pupils with SEND, LAC or pupils on alternative provision are up-to-date and communicated effectively with appropriate staff.

General

1. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
2. It is a requirement, in accordance with the guidance of the Catholic Education Service, that staff in Catholic Schools should "have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same".
3. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
4. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
5. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

I agree to uphold the terms of this Job Description

Name: _____

Signature: _____

Date: _____

Updated 23.09.19